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STATE OF IOWA DEPARTMENT OF

Health <sup>AND</sup> Human

SERVICES

# FFS Iowa Health Home Program IMPA

January 2023

# IMPA Training

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# Iowa Medicaid Portal Access

## Introduction

- What is IMPA?

IMPA is a portal the Health Homes use to manage enrollment and dis-enrollment, make updates to the member's assessment, upload and view documents, as well as utilize reports to manage the Medicaid population.

- Who would benefit from IMPA?

Health coaches, care coordinators, and billing staff are some of the staff that may utilize IMPA for the Health Home program. It is important to provide access to any staff that will be managing this patient population and attesting for payment.

# Iowa Medicaid Portal Access

## Introduction

- Objectives

- Understand how to submit an enrollment request, update an assessment, upload and view documents, or disenroll a fee-for-service member.
- Learn the reporting functions within IMPA to know when members are actively enrolled, assessments are coming due and attesting for payment.

# How to obtain IMPA access

- Navigate to <https://secureapp.dhs.state.ia.us/imp/Default.aspx>  
Click the hyperlink “Click here for the User Registration Guide”

The IMPA registration guide can be found at  
<https://secureapp.dhs.state.ia.us/imp/Assets/IMPUserRegistration.pdf>

Once you have created your profile you will be redirected to the login page.

# Health Home IMPA Access

- **For Health Home IMPA access, complete the Health Home IMPA Access Form**
  - <https://dhs.iowa.gov/sites/default/files/470-5116.pdf?102820211522>
- **Once Health Home IMPA access is received, the following access request forms may be completed:**
  - For access to upload files for Health Home Chart Reviews complete this form <https://www.tfaforms.com/251654>
  - For access to upload Critical Incident Reports complete this form <https://www.tfaforms.com/243237>
  - For CSA upload access complete this form [https://dhs.iowa.gov/sites/default/files/470-5324\\_0.pdf?081720221525](https://dhs.iowa.gov/sites/default/files/470-5324_0.pdf?081720221525)

# Access to other Information for Heath Homes

- [HCBS Critical Incident Reporting Access Request Form](#)
- [HCBS Residential Assessment Form](#)
- [Client Participation Access Form](#)
- [To find Informational Letters](#)
- To subscribe to Informational Letters, contact [impasupport@dhs.state.ia.us](mailto:impasupport@dhs.state.ia.us)
- [Integrated Health Home Provider webpage](#)
- [Chronic Condition Health Home Provider webpage](#)

[Tools, Training, and Initiatives | Iowa Department of Human Services](#) to help you find all of the potential access needed for IMPA

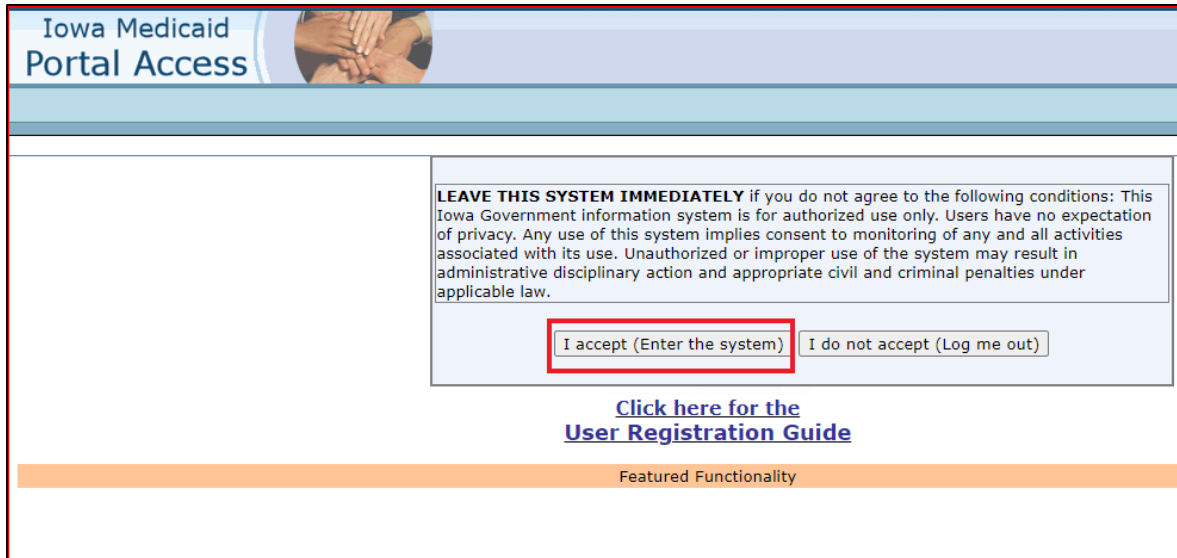
# IMPA Training

Logging On



# Logging On

Once signed into IMPA you will be asked to accept conditions of the program.



Iowa Medicaid  
Portal Access

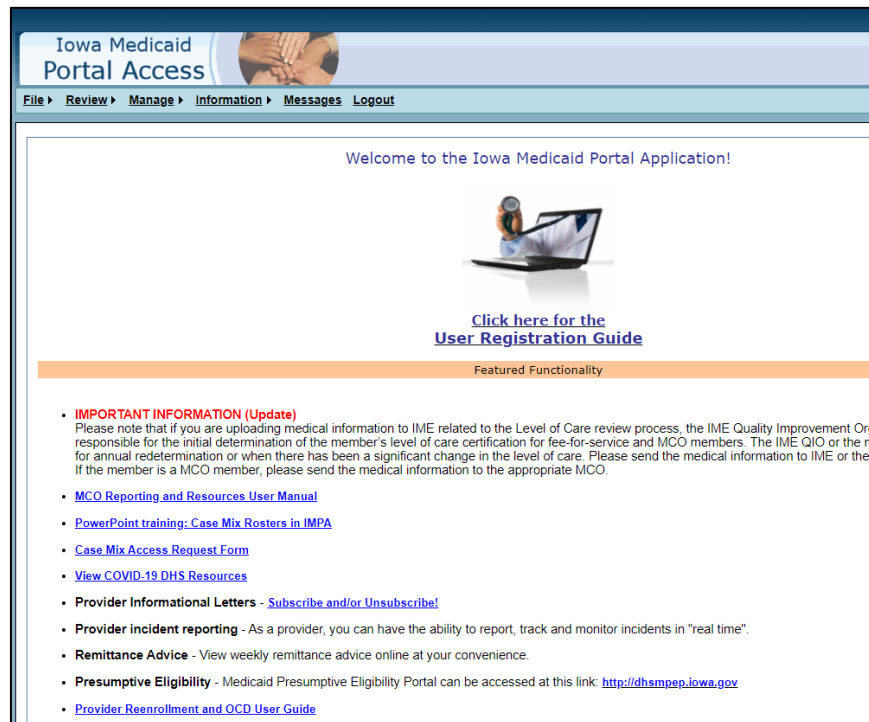
**LEAVE THIS SYSTEM IMMEDIATELY** if you do not agree to the following conditions: This Iowa Government information system is for authorized use only. Users have no expectation of privacy. Any use of this system implies consent to monitoring of any and all activities associated with its use. Unauthorized or improper use of the system may result in administrative disciplinary action and appropriate civil and criminal penalties under applicable law.

[Click here for the User Registration Guide](#)

Featured Functionality

# Logging On (continued)

- Once signed into IMPA this is your home screen.



# Logging On (continued)

- When logging into IMPA for the first time you will be directed to choose three security questions that will be used for password resets and maintenance of your account.
  - Choose a security question from the dropdown box, answer the question.
  - You must choose 3 different security questions.
  - When all 3 questions have been chosen and answered, click on the SAVE button. This will record your answers and you will be directed to the main portal page. (Only you will know these secret questions and answers. If you forget them, Iowa Medicaid staff will not be able to help you in retrieving them.)



The screenshot shows the 'Iowa Medicaid Portal Access' interface. At the top, there's a header with the text 'Iowa Medicaid Portal Access' and a small image of a person. Below the header, there's a section titled 'Instructions' with the text: 'These are the security questions that you will need to answer if you need to reset your password. Choose 3 different questions and enter your answers.' Below this, there's a list of 20 security questions. The first question, 'What was your childhood nickname?', is selected in a dropdown menu. To the right of the questions, there are three empty text input fields for answers. At the bottom right of the question list, there is a 'Save' button. The footer of the page reads 'Department of Human Services'.

# IMPA Training

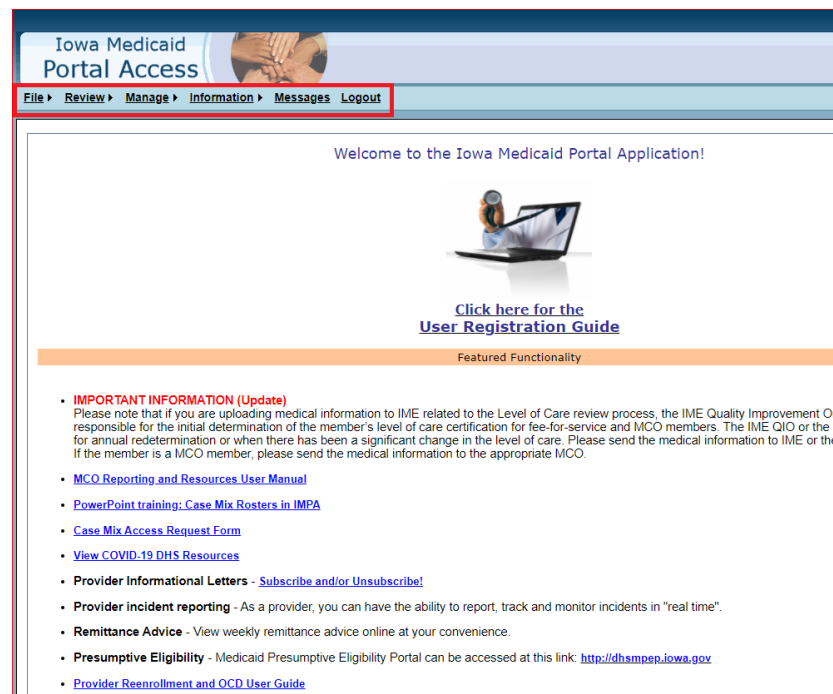
The Home Screen

# The Home Screen

On your home screen, at the top, is the functions of IMPA. Please note that our capabilities maybe different than yours. We will show you the major categories.

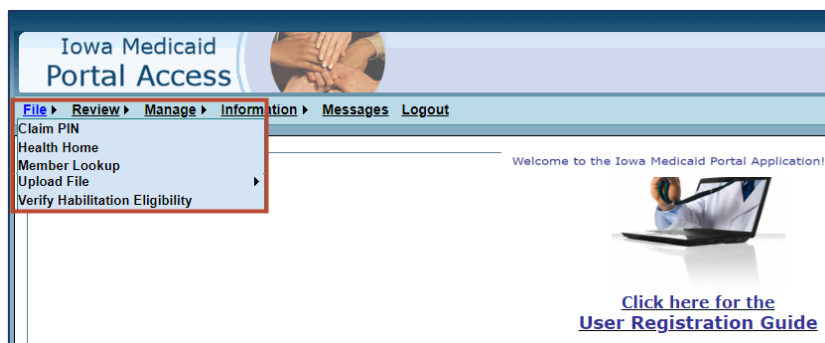
The tabs across the top:

- File
- Review
- Manage
- Information
- Messages
- Logout

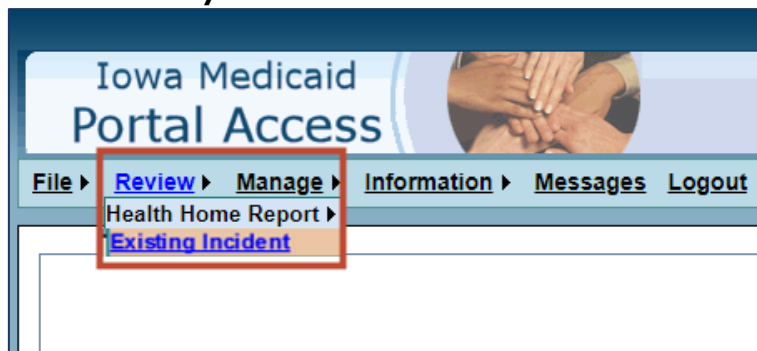


# The Home Screen (continued)

- Hovering over file, you will work with Health Home, Member Lookup, and Upload File.



- Hovering over Review, you will work with Health Home Report and Existing Incident



# IMPA Training

Member Look-Up & Demographics

# Member Look-up

- A very easy and useful function of IMPA to look up a member using their State ID to see if they are eligible for Health Home Services.
- Navigate to File. Select “Member Lookup”
- Enter the State ID - selecting Medicaid or Hawki will impact your search.
- Click “Search”. The member’s name, Medicaid State ID, DOB, and gender will display.




Iowa Medicaid  
Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Lookup

Search Criteria

☒ Medicaid ☐ Hawki

State ID:  

**Search** **Clear**



Iowa Medicaid  
Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Lookup

Search Criteria

☒ Medicaid ☐ Hawki

State ID:  

**Search** **Clear**

Member Demographics Programs/Services Documents

State ID	Member Name
<input type="text"/>	<input type="text"/>
Date of Birth	Gender
<input type="text"/>	Male



# Advanced Search

- The Advanced Search option allows you to search for a member using the member's name and/or date of birth
  - Click on “Member Lookup”
  - Click the spyglass next to “State ID”


Iowa Medicaid  
Portal Access

[File](#) ▶ [Review](#) ▶ [Manage](#) ▶ [Information](#) ▶ [Messages](#) [Logout](#)

Member Lookup

Search Criteria

☒ Medicaid ☐ Hawki

State ID:  

Iowa Department of Human Services

# Advanced Search (continued)

- A search box will open
- Enter the member's last name, first name, and/or date of birth
- Click "Search"




The image shows a web form titled "Medicaid Advance Search". It contains three input fields: "Last Name:", "First Name:", and "DOB:". The "DOB:" field has a calendar icon to its right. Below the input fields are three buttons: "Search", "Clear", and "Close".

**Medicaid Advance Search**

Last Name:

First Name:

DOB:  

# Advanced Search (continued)

- The first 15 active and tentative members will display

The screenshot shows the Iowa Medicaid Portal Access interface. At the top, there's a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. Below this, the 'Member Lookup' section is visible on the left, featuring search criteria for Medicaid (selected) and Hawki, a State ID field, and Search/Clear buttons. On the right, the 'Medicaid Advance Search' section contains fields for Last Name, First Name, and DOB, with Search, Clear, and Close buttons. A red message states: 'Currently showing 15 members. Please select one OR refine search to continue.' Below this is a table with columns for State ID, Name, and Birth Date. The first column contains 15 'Select' links, while the other two columns are redacted with black boxes.

State ID	Name	Birth Date
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		
Select		

- You can choose from the list by clicking “select” OR modify the search for narrowed results

# Member Demographics

- Click the “Demographics” tab. Here you can verify the member’s address
- To identify all the programs and services the member is eligible for click the Programs/Services tab.

Iowa Medicaid Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Lookup

Search Criteria

☒ Medicaid ☐ Hawki

State ID: [Redacted] Search Clear

Member Demographics Programs/Services Documents

Mailing Address [Redacted]

Iowa Department of Human Services

Iowa Medicaid Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Lookup

Search Criteria

☒ Medicaid ☐ Hawki

State ID: [Redacted] Search Clear

Member Demographics Programs/Services Documents

Program Code	Program Description	Program Status	Program Effective Date	Elig Review Date
No records found.				

Iowa Department of Human Services

# Member Programs & Services

- On the “Programs/Services” tab
  - Shown below is a member with full Medicaid, Health Home eligible, and approved for Habilitation Services. Please note the following identifiers:
    - Medicaid Program status: Active
    - Medicaid Program Code: 640 – Program code please see next page
    - Long Term Care/Enhanced Services Program Description: Habilitation Services
    - Long Term Care/Enhanced Services Status: Approved
    - CSR Due Date

File ▶ Review ▶ Manage ▶ Information ▶ Messages ▶ Logout

Claim PIN  
Health Home  
**Member Lookup**  
Upload File  
Verify Habilitation Eligibility

Search Clear

Member Demographics **Programs/Services** Documents

**Medicaid Program**

Program Code	Program Description	Program Status	Program Effective Date	Elig Review Date
640	Ssi Related Medical (D Mandatory Supplement)	Active	05/01/2021	10/31/2022

**Long Term Care/Enhanced Services**

Program Description	Tier	Program Status	Program Begin Date	Program End Date	Application Date	CSR Due Date
Habilitation Services	--	Approved	06/01/2016		06/08/2016	07/21/2022

# Looking up member & eligibility

- Here is a list of approved program codes.

- Full Medicaid Codes

021	023	027	028	060	061	063	064	100	130
131	134	135	136	137	138	140	141	142	143
144	146	246	308	370	372	373	376	377	390
401	403	407	408	409	411	413	417	418	421
423	428	429	431	433	437	438	461	462	463
464	465	481	483	487	488	600	60M	630	631
632	633	634	636	637	638	640	641	642	643
644	645	646	647	731	732	733	734	735	920

- IHWP Medically Exempt

501	531
-----	-----

# IHWP Examples

## IHWP Not Medically Exempt

Member	Demographics	Programs/Services	Fostercare	Documents
Medicaid Program				
Program Code	Program Description	Program Status	Program Effective Date	Elig Review Date
531	Adult Expansion Group (Iowa Marketplace Choice)	Active	06/01/2021	12/31/2021
Long Term Care/Enhanced Services				
No records found.				

## IHWP Medically Exempt

Member	Demographics	Programs/Services	Fostercare	Documents	loading...
Medicaid Program					
Program Code	Program Description	Program Status	Program Effective Date	Elig Review Date	
501	(Iowa Wellness Plan)	Active	03/01/2021	08/31/2022	
Long Term Care/Enhanced Services					
No records found.					

# Member Documents

- The Documents tab allows you to view uploaded member documents
  - Click “Select” to view the document
  - If applicable, click the arrow in the bottom right to advance to the next page to view additional uploaded documents

Member	Demographics	Programs/Services	Documents
		Document Type	Document Uploaded
<a href="#">Select</a>		Service Plan	03/03/2021 11:29 AM
<a href="#">Select</a>		Case Mgmt Comprehensive Assess	03/03/2021 11:28 AM
<a href="#">Select</a>		HCBS Residential Member Assessment	02/09/2021 11:23 AM
<a href="#">Select</a>		MED HABILITATION ADMIT	01/13/2021 12:00 AM
<a href="#">Select</a>		interRAI Community Mental Health	01/13/2021 09:33 AM
<a href="#">Select</a>		HCBS Residential Member Assessment	03/02/2020 03:24 PM
<a href="#">Select</a>		MED HABILITATION ADMIT	01/17/2020 12:00 AM
<a href="#">Select</a>		Service Plan	02/20/2020 08:42 AM
<a href="#">Select</a>		interRAI Community Mental Health	01/17/2020 10:22 AM
<a href="#">Select</a>		MED HABILITATION ADMIT	10/19/2016 12:00 AM

Page 1 of 3 Pages



# IMPA Training

Member Enrollment Request

# Member Enrollment Request

- Log into IMPA, hover over File and select “Health Home”



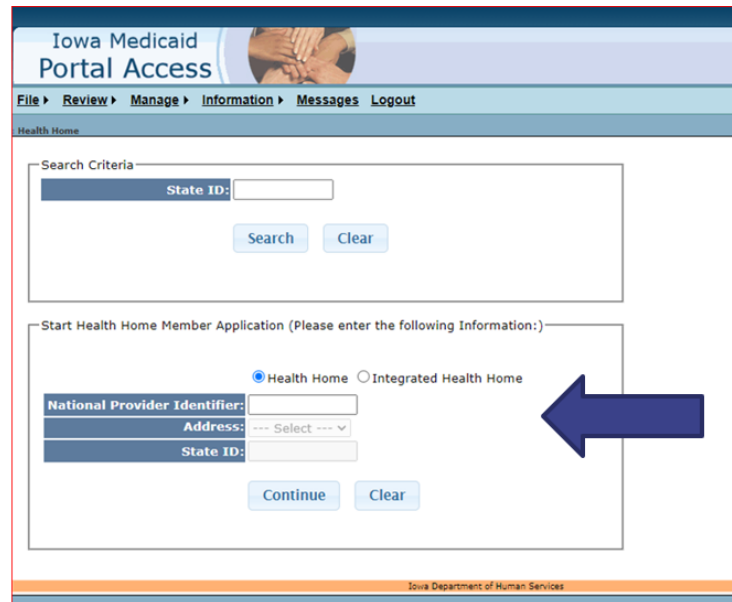
# Member Enrollment Request (continued)

- The screen shot below shows 2 options:
  - Search Criteria – State ID
  - Start Health Home Member Application
  - Using the radio button select the Health Home type

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a small image of hands. Below the header is a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. The main content area is titled "Health Home" and contains two sections. The first section, "Search Criteria", has a "State ID:" input field, a "Search" button, and a "Clear" button. The second section, "Start Health Home Member Application (Please enter the following Information:)", has a radio button selection for "Health Home" (selected) and "Integrated Health Home". Below this are three input fields: "National Provider Identifier:", "Address:" (with a dropdown menu showing "--- Select ---"), and "State ID:". At the bottom of this section are "Continue" and "Clear" buttons. The footer of the page reads "Iowa Department of Human Services".

# Member Enrollment Request (continued)

- Enter National Provider Identifier
- Press tab for the address file. The system will show you the address associated with the NPI – click enter or tab
- Enter the State ID



The screenshot shows the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation menu with links: File, Review, Manage, Information, Messages, and Logout. Below the header, there is a "Health Home" section. This section contains two main forms. The first form, titled "Search Criteria", has a "State ID:" input field, a "Search" button, and a "Clear" button. The second form, titled "Start Health Home Member Application (Please enter the following Information:)", has two radio buttons: "Health Home" (selected) and "Integrated Health Home". Below the radio buttons are three input fields: "National Provider Identifier:", "Address:" (with a dropdown menu showing "--- Select ---"), and "State ID:". A large blue arrow points to the "State ID:" field. At the bottom of the second form are "Continue" and "Clear" buttons. The footer of the page reads "Iowa Department of Human Services".

# Member Enrollment Request (continued)

- Click “New”

An enrollment request **processed** on or after the 20th of the month may miss month-end processing. Requests **processed** after month-end processing will be considered for assignment in the following month.

☒ Health Home ☐ Integrated Health Home

National Provider Identifier:  
Address:  
State ID:

Continue Clear

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason
										New

Iowa Department of Human Services

Done Local intranet | Protected Mode: Off 115%

- Click “Verify” after confirming the State ID

Start Health Home Member Application (Please enter the following information):

An enrollment request **processed** on or after the 20th of the month may miss month-end processing. Requests **processed** after month-end processing will be considered for assignment in the following month.

☒ Health Home ☐ Integrated Health Home

National Provider Identifier:  
Address:  
State ID:

Continue Clear

Assessment State ID	Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason
										New

Iowa Department of Human Services

Done Local intranet | Protected Mode: Off 115%

# Member Enrollment Request (continued)

- Identify that the State ID matches the patient's name and DOB.
- Click “YES” once verified

The screenshot shows a web application for member enrollment. A pop-up window is displayed over the main form, asking for verification of the State ID. The pop-up contains the following fields:

- State ID: [Redacted]
- Name: [Redacted]
- Date of Birth: [Redacted]
- Is this the correct State ID: [Redacted]
- Buttons: YES, NO

The background form includes the following sections:

- Provider Information:** Select, Provider Name, National Provider Identifier, Legacy Provider Number.
- Start Health Home Member Application:** (Please enter the following information:)
- Enrollment Request Note:** An enrollment request **processed** on or after the 20th of the month may miss month-end processing. Requests **processed** after month-end processing will be considered for assignment in the following month.
- Health Home Selection:** ☒ Health Home ☐ Integrated Health Home
- Member Information:** National Provider Identifier, Address, State ID.
- Buttons:** Continue, Clear.
- Table:** A table with columns: State ID, Assessment Date, Tier, Status, Effective Date, Extract Date, Decision Date, Eligibility Date, Assigned, Diagnosis Codes, Reason. A "New" button is at the bottom right of the table.
- Footer:** Iowa Department of Human Services.

The browser's taskbar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of 115%.

# Member Enrollment Request (continued)

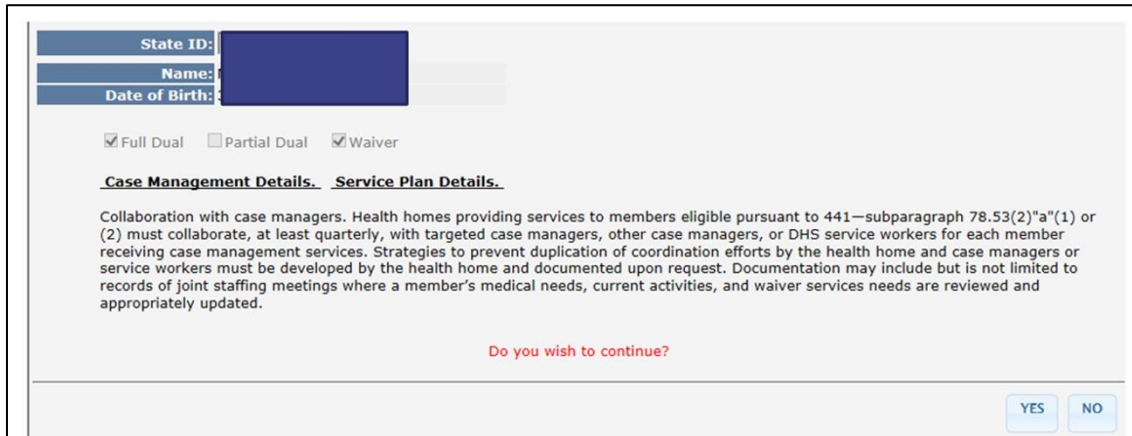
- Please notice the buttons under the demographics. If the patient is under any waivers, they will be filled in and require confirmation on another screen.
- Click “YES” to continue

The screenshot shows a web application for the Iowa Department of Human Services. The main form is titled "Start Health Home Member Application (Please enter the following Information:)" and contains fields for "Provider Name", "National Provider Identifier", "Legacy Provider Number", "Address", and "State ID". A "Select" button is next to the "Provider Name" field. Below these fields are radio buttons for "Health Home" (selected) and "Integrated Health Home". At the bottom of the main form are "Continue" and "Clear" buttons. A red warning message is visible: "An enrollment request processed on or after the 20th of the month may miss month-end processing. Requests processed after month-end processing will be considered for assignment in the following month." A pop-up window is overlaid on the right side of the main form, containing fields for "State ID", "Name", and "Date of Birth". Below these fields are checkboxes for "Full Dual", "Partial Dual", and "Waiver". At the bottom of the pop-up is the question "Do you wish to continue?" with "YES" and "NO" buttons. A large blue arrow points to the "YES" button. At the bottom of the screen, there is a table with columns: "State ID", "Assessment Date", "Tier", "Status", "Effective Date", "Extract Date", "Decision Date", "Eligibility Date", "Assigned", "Diagnosis Codes", and "Reason". The table is currently empty, and a "New" button is at the bottom right. The footer of the page reads "Iowa Department of Human Services".

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason

# Member Enrollment Request (continued)

- If the member has a case manager this screen will display. If the member has CMH Waiver or Habilitation, the IHH is the case manager. If this appears please read the disclosure and select “YES” to continue.



The screenshot shows a web form for a Member Enrollment Request. At the top, there are three input fields: "State ID:", "Name:", and "Date of Birth:", each followed by a blue rectangular redaction box. Below these fields are three checkboxes: "Full Dual" (checked), "Partial Dual" (unchecked), and "Waiver" (checked). Underneath the checkboxes are two underlined links: "Case Management Details." and "Service Plan Details.". A paragraph of text follows, explaining the requirement for collaboration with case managers. At the bottom of the form, the text "Do you wish to continue?" is displayed in red, with "YES" and "NO" buttons to its right.

State ID: [Redacted]  
Name: [Redacted]  
Date of Birth: [Redacted]

☒ Full Dual ☐ Partial Dual ☒ Waiver

Case Management Details. Service Plan Details.

Collaboration with case managers. Health homes providing services to members eligible pursuant to 441—subparagraph 78.53(2)"a"(1) or (2) must collaborate, at least quarterly, with targeted case managers, other case managers, or DHS service workers for each member receiving case management services. Strategies to prevent duplication of coordination efforts by the health home and case managers or service workers must be developed by the health home and documented upon request. Documentation may include but is not limited to records of joint staffing meetings where a member's medical needs, current activities, and waiver services needs are reviewed and appropriately updated.

Do you wish to continue?

YES NO

- This disclosure means that you're agreeing that you will, at minimum, make quarterly contact with the member's case manager to ensure nonduplication of services. In most all cases, the case manager is the Integrated Health Home.



# Member Enrollment Request (continued)

- Enter Assessment Date
- Enter Tier
- Enter Relating ICD-10 Diagnosis Code(s)
- Click “Enroll”

The screenshot shows a web-based form for a Member Enrollment Request. The form is divided into several sections. At the top, there are 'Search' and 'Clear' buttons. Below this, there is a table with columns for 'Provider Name', 'National Provider Identifier', and 'Legacy Provider Number'. A 'Select' button is next to the 'Provider Name' column. Below the table, there is a section for 'Start Health Home Member Application (Please enter the following Information:)' with a red warning message: 'An enrollment request processed on or after the 20th of the month may miss month-end processing. Requests processed after month-end processing will be considered for assignment to the next month.' Below this, there are radio buttons for 'Health Home' (selected) and 'Integrated Health Home'. There are input fields for 'National Provider Identifier', 'Address', and 'State ID'. To the right of these fields are 'Continue' and 'Clear' buttons. On the far right, there is a vertical panel with input fields for 'State ID', 'Name', 'Date of Birth', 'Date of Assessment', 'Tier' (a dropdown menu), and 'Diagnosis Codes' (a multi-field input). At the bottom of this panel are 'Enroll' and 'Cancel' buttons. At the very bottom of the form, there is a table with columns: 'State ID', 'Assessment Date', 'Tier', 'Status', 'Effective Date', 'Extract Date', 'Decision Date', 'Eligibility Date', 'Assigned', 'Diagnosis Codes', and 'Reason'. A 'New' button is at the bottom right of this table.

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason
										New

# Member Enrollment Request

## (continued)

You have just submitted an enrollment request.

- An enrollment request must be extracted and then processed before final approval of eligibility is established. An enrollment request must be submitted prior to the current month's processing end date to be eligible for enrollment on the 1<sup>st</sup> of the following month (see [Month End Dates](#) slide).
- An enrollment request can be:
  - Eligible for enrollment and not assigned by the month end process
  - Eligible for enrollment and assigned to the health home by the month end process
  - Not eligible for enrollment at this point in time
  - Pending enrollment. A pending enrollment request is where an existing request for assignment has not been finalized.
  - Enrolled the first of the current month if the member is coming from an MCO. Otherwise, an enrollment request CANNOT be backdated.

# Month End Dates 2023

5<sup>th</sup> Business day before the end of the Month

- January 25, 2023
- February 22, 2023
- March 27, 2023
- April 24, 2023
- May 24, 2023
- June 26, 2023
- July 25, 2023
- August 25, 2023
- September 25, 2023
- October 25, 2023
- November 21, 2023
- December 22, 2023

# Member Enrollment Request (continued)

- To finish this enrollment request; complete the attestation and provide the remaining information.

Iowa Medicaid Portal Access

File ▶ Review Manage ▶ Information ▶ Messages Logout

Health Home

Start Application (Please enter the following information:)

Attestation: ☒ I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability.

National Provider Identifier: [redacted]  
Address: [redacted]  
State ID: [redacted]

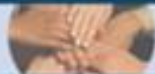
Continue Clear

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Reason
[redacted]	5/7/2012	3	Enroll	5/21/2012 2:35:23 PM					Update Cancel

Iowa Department of Human Services

# Enrollment Complete!

Iowa Medicaid  
Portal Access



File ▶ Review Manage ▶ Information ▶ Messages Logout

Start Application (Please enter the following information:)

Attestation: ☒ I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability.

National Provider Identifier

Address

State ID

Continue

Clear

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Reason	
	5/6/2012	3	Enroll	5/25/2012 11:00:00 PM	5/25/2012 11:00:00 PM	5/25/2012 11:00:00 PM	6/1/2012	Yes		<a href="#">Update</a> <a href="#">Disenroll</a>
	5/6/2012	3	Enroll	5/10/2012 1:00:00 AM	5/11/2012 1:00:00 AM					

Iowa Department of Human Services

# IMPA Training

Enrollment/Disenrollment/Transfer Request Scenarios

# Member Enrollment/Disenrollment Request Scenarios

## **Enrollment scenarios**

- For an enrollment request submitted on June 15 the member's enrollment would begin on July 1.
- For an enrollment request submitted on June 27 the member's enrollment would begin on August 1.

## **Disenrollment scenarios**

- For a disenrollment request submitted on June 15 the member's disenrollment would occur on June 30.
- For a disenrollment request submitted on June 27 the member's disenrollment would occur on July 31.

# Member Enrollment Request Transfer Scenarios

## **Member Transferring Health Homes:**

- The transferring Health Home submits a disenrollment request on June 15. The receiving Health Home submits an enrollment request on June 15, directly after the disenrollment request is submitted. Member enrollment with the receiving Health Home would begin on July 1.
- The transferring Health Home submits a disenrollment request on June 26. The receiving Health Home submits an enrollment request June 27. The member disenrollment would occur July 31 and the enrollment with the receiving Health Home would begin on August 1.



## Member Enrollment Transferring From MCO Scenarios

### **Health Home member transferring from an MCO to FFS:**

- An enrollment request is submitted on June 15. The member's enrollment would begin on June 1. You will be able to see this in IMPA as early as June 16.
- An enrollment request is submitted on June 28. The member's enrollment would begin on July 1.

# IMPA Training

Updating an Assessment and/or Tier Change

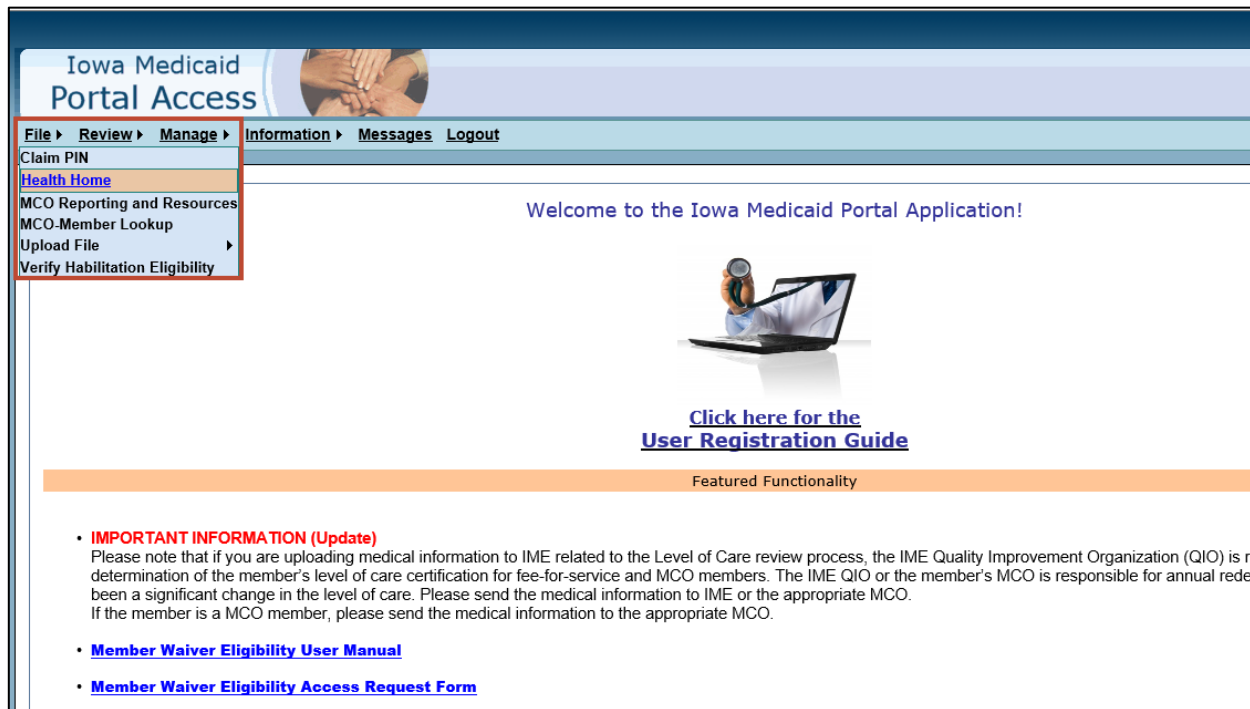
# What Does an Assessment Mean?

The assessment for IMPA is the Health Home's review of the member's eligibility to be enrolled in a Health Home.

- The assessment date in IMPA is not the same as the due date for the comprehensive assessment and/or level of care (LOC).
  - The Health Home must conduct a file review of the member that includes functional impairment as defined in the SPA.
  - The file review must be documented in the member's chart.
  - The member's tier must be supported in the documentation.
  - The assessment for IMPA must be conducted annually.
    - If the assessment date is not updated at least annually, at month 13 (month after the due date), the member's tier will change to 0.
    - If the assessment date is not updated in IMPA by month 14 (2 months after due date), the system will automatically disenroll the member.

# Updating an Assessment and/or Tier Change

- Log into IMPA, hover over File and select “Health Home”



# Updating an Assessment and/or Tier Change (continued)

- Enter State ID
- Click “Search”
- Click “Select”

Search Criteria

State ID:

Name:

	Provider Name	National Provider Identifier	Legacy Provider Number
<input type="button" value="Select"/>			
<input type="button" value="Select"/>			

# Updating an Assessment and/or Tier Change (continued)

- Click “Update”

State ID	Assessment Date	Tier	Status	Effective Date	Extract Date	Decision Date	Eligibility Date	Assigned	Reason	
	31/2012	1	Enroll	7/25/2012	7/26/2012 7:55:00 AM	7/25/2012	8/1/2012	Yes		Update Disenroll
	31/2012	1	Enroll	6/23/2012	6/25/2012 2:00:00 PM	6/23/2012	7/1/2012	Yes		
	31/2012	1	Enroll	6/12/2012 9:42:55 AM	6/12/2012 1:00:00 PM					

- Enter Date of Assessment, Tier, Reason, and related ICD-10 diagnosis code(s).

The screenshot shows a web form for updating an assessment. A red rectangular box highlights the following fields: State ID (a dropdown menu), Date of Assessment (a date picker), Tier (a dropdown menu), Reason (a dropdown menu), and Diagnosis Codes (two text input fields containing 'F32.2' and 'F42.2'). Below these fields are 'Update' and 'Cancel' buttons. In the background, a table is visible with columns for Decision Date, Eligibility Date, Assigned, Diagnosis Codes, and Reason.

# Updating an Assessment and/or Tier Change (continued)

- The reason drop down menu has the selections of:
  - Tier Change
  - Assessment Date Change
  - Assessment Date and Tier Change

# IMPA Training

Member Disenrollment



# How to Disenroll a Member

- Log into IMPA, hover over File and select “Health Home”



# How to Disenroll a Member

## (Continued)

- Enter State ID
- Click “Search”
- Click “Select”

Search Criteria

State ID:	<input type="text"/>
Name:	<input type="text"/>

	Provider Name	National Provider Identifier	Legacy Provider Number
<input type="button" value="Select"/>			
<input type="button" value="Select"/>			

# How to Disenroll a Member

## (Continued)

- Click “Disenroll”

Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason	
5/12/2022 8:30:05 PM	6/1/2022	Yes	F33.3		<a href="#">Update</a> <a href="#">Disenroll</a>
			F33.3		

# How to Disenroll a Member (Continued)

- Select the “Reason” for disenrollment
  - (See [Reasons for Disenrollment](#))
- Click “Disenroll”
  - (See [Disenrollment Request Scenarios](#))

State ID: [text box]

Reason: --Select--

Diagnosis Codes: 493.90, 278.02, [text box], [text box], [text box]

[Disenroll] [Cancel]

Decision Date	Eligibility Date	Assigned	Diagnosis Codes	Reason

# Reasons for Disenrollment

- Member Requested
  - A member can request to dis-enroll from the program as this is a voluntary program to participate in.
- Provider Requested
  - A provider can request disenrollment on behalf of a member.
- Death
- Failure to comply to Policy
  - This would be when a member is not abiding by the agreement they signed with the provider. The provider can disenroll them.

The screenshot shows a web form for disenrollment. It has four main input areas: 'State ID:' with a text box, 'Reason:' with a dropdown menu, 'Diagnosis Codes:' with a dropdown menu, and two rows of three text boxes each. The 'Reason:' dropdown is open, showing four options: '--Select--', 'Member Requested', 'Provider Requested', 'Death', and 'Failure to Comply to Policy' (which is highlighted). At the bottom right are 'Disenroll' and 'Cancel' buttons.

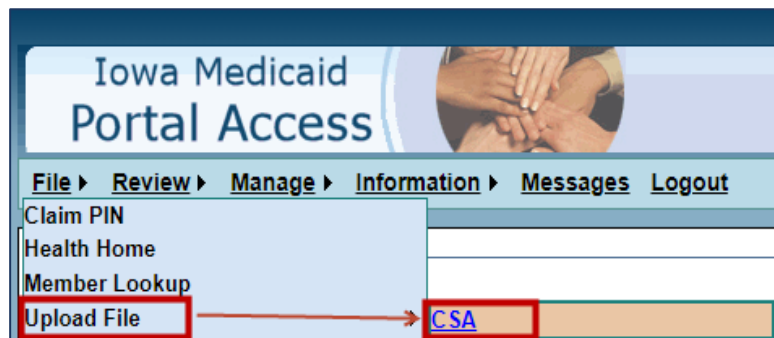
State ID:	<input type="text"/>
Reason:	--Select--
Diagnosis Codes:	--Select--
	Member Requested
	Provider Requested
	Death
	Failure to Comply to Policy

# IMPA Training

Uploading a CASH

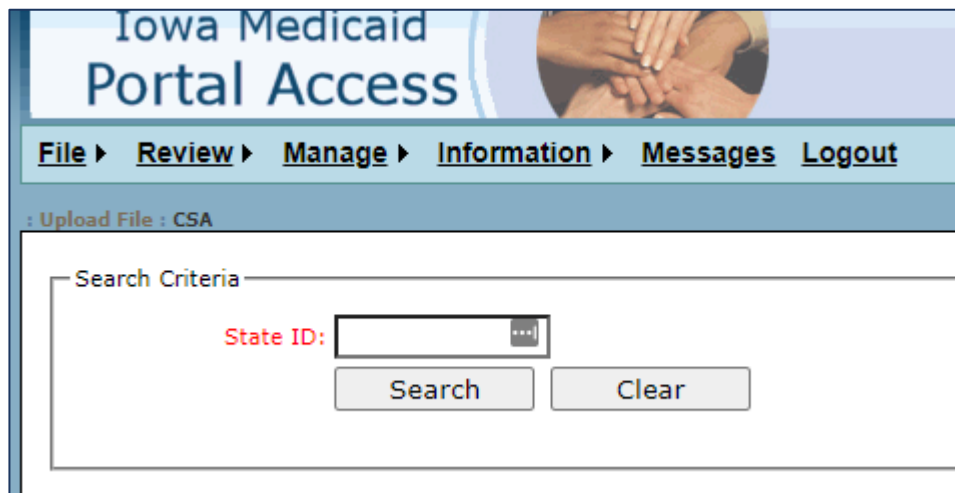
# Uploading a CASH

- To upload the CASH and supplemental documents
  - Log into IMPA
  - Go to File > Upload File > CSA
    - This process can be used by the IHHs and Targeted Case Management (TCM) to submit the member's CASH and PCSP along with any supplemental documentation.
    - Reminder: Access to the CSA upload functionality must be requested. To request access, complete this form: [https://dhs.iowa.gov/sites/default/files/470-5324\\_0.pdf?081720221525](https://dhs.iowa.gov/sites/default/files/470-5324_0.pdf?081720221525)



# Uploading a CASH (continued)

- Enter the member's State ID and click "Search"



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a graphic of hands. Below the header is a navigation bar with links: [File](#), [Review](#), [Manage](#), [Information](#), [Messages](#), and [Logout](#). Below the navigation bar is a section titled "Upload File : CSA". Inside this section, there is a "Search Criteria" area. This area contains a label "State ID:" in red text, followed by a text input field with a dropdown arrow. Below the input field are two buttons: "Search" and "Clear".



# Uploading a CASH (continued)

- Document Type: Select “CASH” (Comp.Assess & Social Hist.) when uploading the CASH or any supplemental documents.
- Select a File: Click on “Choose File”. Browse to the location of the file on your computer and select the file you want to upload.
  - If this step does not work, follow the instructions on the page to update your Adobe Flash player; then close and reopen your browser and log into IMPA again).
- Click on “Upload” to begin the upload.

Upload File - CSA

Search Criteria

State ID: [dropdown]

Search Clear

Upload/View Documents (Hide Upload/View Documents...)

State ID: [dropdown]

Member Name: [dropdown]

Date of Birth: [dropdown]

Document Type: --Select--

Select a File: Choose File No file chosen

Please select file of the following types: .pdf,.doc,.docx,.jpg,.jpeg,.bmp,.gif,.png,.xls,.xlsx,.txt

Upload View Documents

State ID	Document Type	Document Name	Uploaded User
11501360	Comp. Assess & Social Hist.	11501360-0001-NEW-IMP-1000	11501360

# IMPA Training

Uploading a Residential Setting Member Assessment

# Uploading a Residential Setting Member Assessment

- Login to IMPA
- Go to File > Upload File > HCBS Residential Assessment



# Uploading a Residential Setting Member Assessment (continued)

- Enter the State ID and click “Search”.



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, the title "Iowa Medicaid Portal Access" is visible next to a graphic of hands. Below the title is a navigation bar with links: File, Review, Manage, Information, and Messages. Underneath the navigation bar, there is a link labeled "Upload File: HCBS Residential Assessment". The main section is titled "Search Criteria" and contains a form with a "State ID:" label, a text input field, and two buttons labeled "Search" and "Clear".

# Uploading a Residential Setting Member Assessment (continued)

- Select a File: Click on “Choose File”. Browse to the location of the file on your computer and select the file you want to upload.
- Click on “Upload” to begin the upload.



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation bar with links: "File", "Review", "Manage", "Information", "Messages", and "Logout". Below the navigation bar, there is a section titled "Upload File: HCBS Residential Assessment". This section contains a "Search Criteria" box with a "State ID:" field and "Search" and "Clear" buttons. Below this is a section titled "Upload/View Documents (Hide Upload/View Documents...)" which is highlighted with a red border. Inside this section, there is a "State ID:" field, a "Member Name:" field, and a "Select a File:" section. The "Select a File:" section includes a "Choose File" button, the text "No file chosen", and a note "Please select file of the following type: .pdf". At the bottom of this section is an "Upload" button.

# Uploading a Residential Setting Member Assessment (continued)

- Once the document is uploaded an “uploaded successfully” message displays.
- If you are an administrator, you will see all documents uploaded by all users for the State ID.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation menu with links: File, Review, Manage, Information, Messages, and Logout. Below the header, a sub-header reads "Upload File: HCBS Residential Assessment".

A "Search Criteria" section contains a "State ID:" input field with a redacted value, a "Search" button, and a "Clear" button.

The "Upload/View Documents" section includes a "State ID:" input field with a redacted value, a "Member Name:" input field with a blue selection bar, and a "Select a File:" section with a "Choose File" button and the text "No file chosen". Below this, it says "Please select file of the following type: .pdf" and has an "Upload" button.

A red-bordered box highlights a success message: "HCBS Residential Setting Member Assessment(HCBSRSA1202021.pdf) uploaded successfully. Assigned Number is 125475."

At the bottom, a table lists uploaded documents. The table has columns for "State ID", "Process ID", "Document Name", "Uploaded User", and "Date/Time Uploaded". The first row shows a redacted "State ID", a redacted "Process ID", the document name "HCBS Residential Member Assessment - [redacted].pdf", a blue selection bar for the "Uploaded User", and the date/time "04/08/2021 03:05 PM".

State ID	Process ID	Document Name	Uploaded User	Date/Time Uploaded
Select [redacted]	[redacted]	HCBS Residential Member Assessment - [redacted].pdf	[blue bar]	04/08/2021 03:05 PM

# Uploading a Residential Setting Member Assessment (continued)

- Once uploaded the document can be viewed, downloaded, or printed. Click on “Select”.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation bar with links: "File", "Review", "Manage", "Information", "Messages", and "Logout". Below the navigation bar, there is a section titled "Upload File: HCBS Residential Assessment". This section contains a "Search Criteria" box with a "State ID:" field and "Search" and "Clear" buttons. Below this is a section titled "Upload/View Documents (Hide Upload/View Documents...)" which includes "State ID:" and "Member Name:" fields, a "Select a File:" button, a "Choose File" button, and a "No file chosen" message. Below these fields is a message "Please select file of the following type: .pdf" and an "Upload" button. At the bottom of the interface is a table with the following columns: "State ID", "Process ID", "Document Name", "Uploaded User", and "Date/Time Uploaded". The table contains six rows of data, each with a "Select" button in the first column.

	State ID	Process ID	Document Name	Uploaded User	Date/Time Uploaded
Select			HCBS Residential Member Assessment -		04/08/2021 12:00 AM
Select			HCBS Residential Member Assessment -		04/08/2021 12:00 AM
Select			HCBS Residential Member Assessment -		04/08/2021 12:00 AM
Select			HCBS Residential Member Assessment -		02/01/2021 12:00 AM
Select			HCBS Residential Member Assessment -		02/01/2021 12:00 AM
Select			HCBS Residential Member Assessment -		02/01/2021 12:00 AM

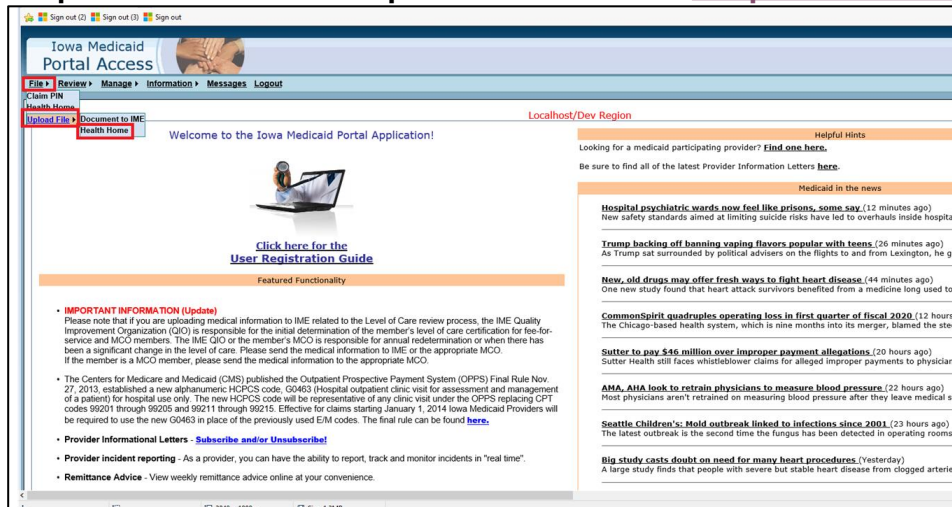
# IMPA Training

Uploading Documentation for Chart Reviews



# Uploading Chart Review Documentation

- Login to IMPA
- Hover Over File then Upload File
- Select “Health Home”
  - Reminder: You must have access to upload chart review documentation. To request access, complete this form: <https://www.tfaforms.com/251654>



# Uploading Chart Review Documentation (continued)

- Choose Group Name, expand Upload Files, File Type and choose the file to Upload. Once it is selected Click on “Upload”. Description is optional.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there's a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. Below this, the 'Upload File: Health Home' section is active. It features a 'Group Name' dropdown menu set to 'Group (421101835)'. The 'Upload Files' section is expanded, showing a 'File Types' dropdown menu with options 'Health Home' and 'Integrated Health Home'. A 'Browse...' button is next to the dropdown. Below the dropdown, there's a 'Description:' text area. At the bottom of the upload section, there are 'Upload' and 'Clear' buttons, and a note 'Maximum allowed lines: 32767'. The 'Search Criteria' section is also expanded, showing date ranges from '11/5/2019' to '11/19/2019' and checkboxes for 'Health Home' and 'Integrated Health Home'. A 'Search' button is at the bottom of the search criteria section. The 'Search Criteria Results' section shows 'No files found.'

# Uploading Chart Review Documentation (continued)

- Only two type files can be uploaded now - csv and pdf files. When trying to upload file types other than csv and pdf, you will receive an error message.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation bar with links: "File", "Review", "Manage", "Information", "Messages", and "Logout". Below the navigation bar, the page title is "Upload File - Health Home". The main content area includes a "Group Name" dropdown menu set to "Group (421101835)". Below this is a section titled "Upload Files (Hide Upload Files...)" which contains a "File Type" dropdown menu set to "Health Home". Underneath, there is a "Select a File:" label, a text input field, and a "Browse..." button. A "Description:" label is also present with a text input field. At the bottom of this section are "Upload" and "Clear" buttons, and a note "Maximum allowed lines: 32767". A red-bordered error message box is displayed below the upload section, stating: "This file's extension, .jpg is not allowed! These are the allowed file extensions, .csv, .pdf". Below the error message is a "Search Criteria (Hide Search Criteria...)" section with "From:" and "To:" date pickers set to "11/5/2019" and "11/19/2019" respectively. It also has "File Type" checkboxes for "Health Home" and "Integrated Health Home", both of which are checked. A "Search" button is located at the bottom of this section. Below the search criteria is a "Search Criteria Results:" section with a message "No files found." The footer of the page reads "Iowa Department of Human Services".

# Uploading Chart Review Documentation (continued)

- If you upload documentation in error, use the delete option shown below

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there's a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. Below this, the 'Upload File: Health Home' section is active. It includes a 'Group Name' dropdown set to 'Group (421101835)'. The 'Upload Files' section shows a 'File Type' dropdown set to 'Health Home', a 'Select a File' button with a file path 'C:\Users\bthatta\Desktop\2019 Walking Path Events Flyer.p', and a 'Description' text area. 'Upload' and 'Clear' buttons are present, along with a note 'Maximum allowed lines: 32767'. A red-bordered message box states '2019 Walking Path Events Flyer.pdf uploaded successfully!'. Below this is the 'Search Criteria' section with date pickers for 'From' (11/5/2019) and 'To' (11/19/2019), and checkboxes for 'File Type' (Health Home, Integrated Health Home). A 'Search' button is at the bottom. The 'Search Criteria Results' section shows a table with columns: Reference Number, User Name, File Type, File Name, Description, File Status, Date/Time Uploaded, and Delete. Two rows are visible, both for 'Health Home' files. The 'Delete' column for each row contains a 'Delete' button, which is highlighted with a red box in the original image.

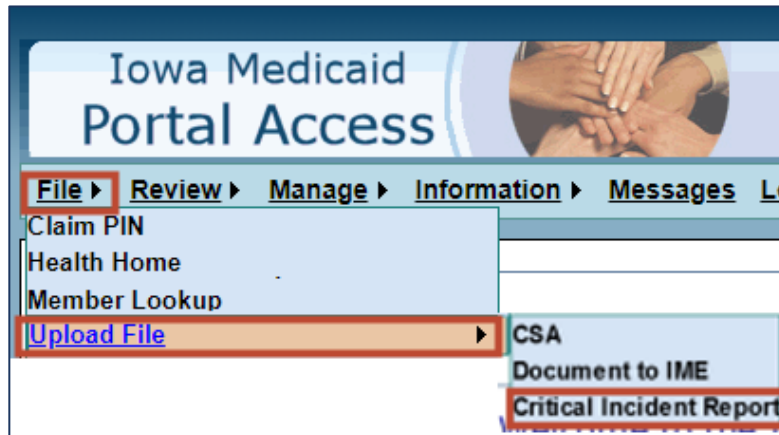
Reference Number	User Name	File Type	File Name	Description	File Status	Date/Time Uploaded	Delete
2962a240-e9b1-4e37-bd88-fa7acd9a05f6	silhanna	Health Home	2019 Walking Path Events Flyer.pdf		Uploaded	11/19/2019 11:52:44 AM	Delete
b7b83551-7f14-494a-9499-06cef959f60	silhanna	Health Home	Test1.csv.csv		Uploaded	11/19/2019 11:49:32 AM	Delete

# IMPA Training

Uploading, Viewing, and Editing a Critical Incident Report


# Uploading a Critical Incident Report

- To upload a Critical Incident Report
  - Go to File > Upload File > Critical Incident Report
    - For more information on the Critical Incident Reporting - <https://dhs.iowa.gov/ime/Providers/tools-trainings-and-services/ATRegistration>
    - Reminder: You must have access to upload a critical incident report. To request access, complete this form: <https://www.tfaforms.com/243237>



# Uploading a Critical Incident Report (continued)

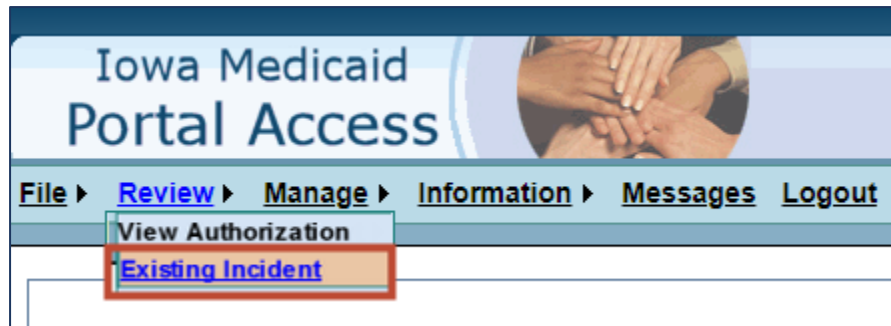
- Document Type: Select from the dropdown menu “Incident Reporting”.
- Select a File: Click on “Choose File”. Browse to the location of the file on your computer and select the file you want to upload.
- Click “Upload” to begin the upload.



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. Below this, the page title is "Iowa Medicaid Portal Access". The main content area is titled "Upload/View Documents (Hide Upload/View CIR Documents...)". It features a "Document Type" dropdown menu set to "Incident Reporting", a "Select a File:" text input field, and a "Browse..." button. Below these, there is a message: "Please select file of the following types: .pdf". At the bottom of the form is an "Upload" button. The footer of the page reads "Iowa Department of Human Services".

# Viewing a Critical Incident Report

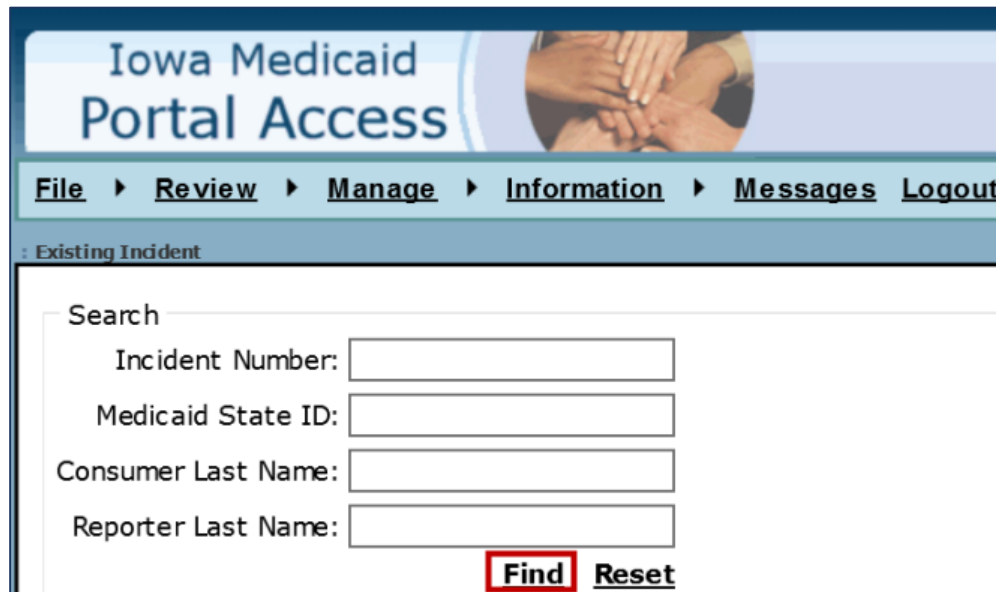
- To view a previously uploaded Critical Incident Report
  - Go to Review > Existing Incident





# Viewing a Critical Incident Report (continued)

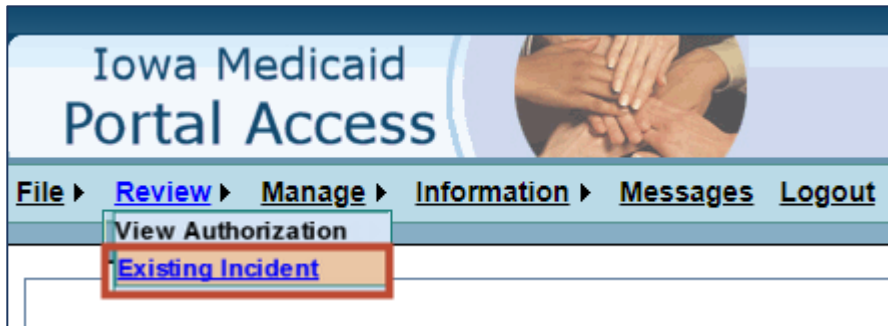
- Enter the Search criteria
- Click Find



The screenshot shows the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a graphic of hands stacked together. Below the header is a navigation bar with links: [File](#), [Review](#), [Manage](#), [Information](#), [Messages](#), and [Logout](#). Below the navigation bar is a section titled "Existing Incident". Under this section, there is a "Search" area with four input fields: "Incident Number:", "Medicaid State ID:", "Consumer Last Name:", and "Reporter Last Name:". Below these fields are two buttons: "Find" (highlighted with a red border) and "Reset".

# Updating a Critical Incident Report

- To update a Critical Incident Report
  - Go to Review > Existing Incident



# Updating a Critical Incident Report (continued)

- Enter the Search criteria
- Click Find
- Identify the report needing updating
- Click on the pencil under “Note” column
  - A text box will appear asking for additional information. After adding the additional information click Save.

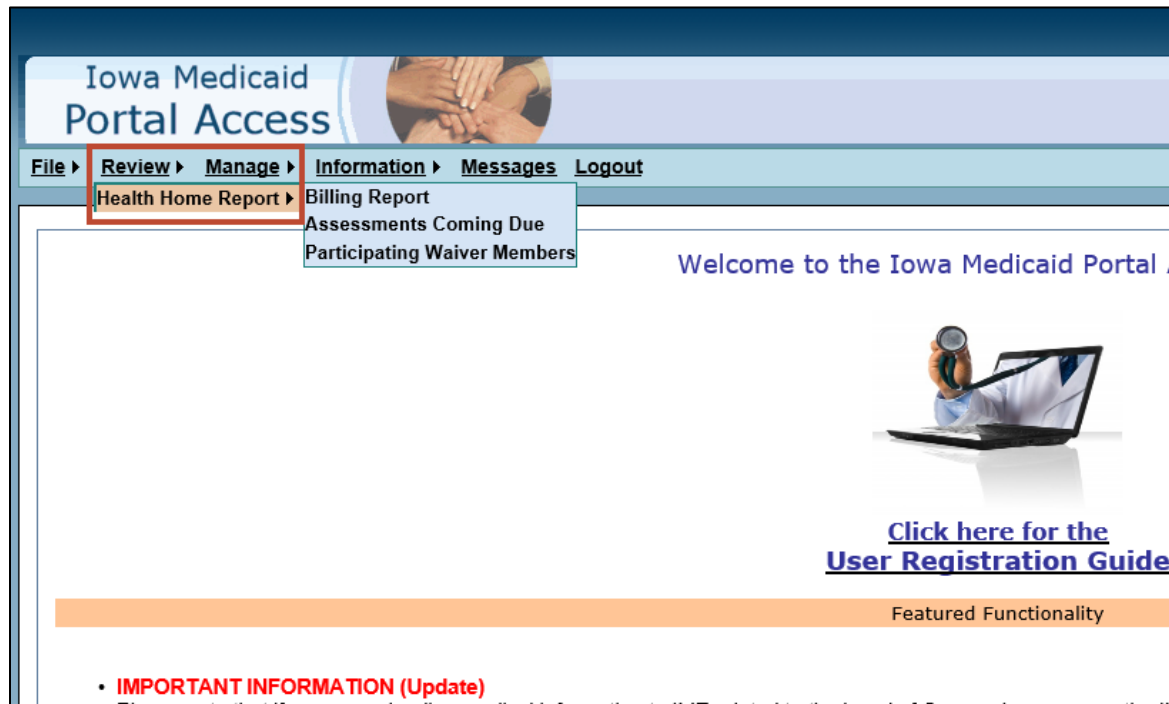
The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a navigation menu with links: "File", "Review", "Manage", "Information", "Messages", and "Logout". Below the header, there is a section titled "Existing Incident" which contains a search form. The search form has four input fields: "Incident Number:", "Medicaid State ID:", "Consumer Last Name:", and "Reporter Last Name:". Below these fields are two buttons: "Find" (highlighted with a red box) and "Reset". Below the search form is a table with the following columns: "Incident ID", "Medicaid State ID", "Consumer Name", "Incident Date", "Reporter Name", "Case Manager Name", "Completed", and "Note". The table has one row of data with the following values: "Select", "Delete", a small icon, a blacked-out incident ID, a blacked-out Medicaid State ID, a blacked-out consumer name, a blacked-out incident date, a blacked-out reporter name, a blacked-out case manager name, "True", and a pencil icon in the "Note" column (highlighted with a red box).

# IMPA Training

Available Reports

# Available Reports

- Login to IMPA, hover over Review, click Health Home Reports:



# Available Reports

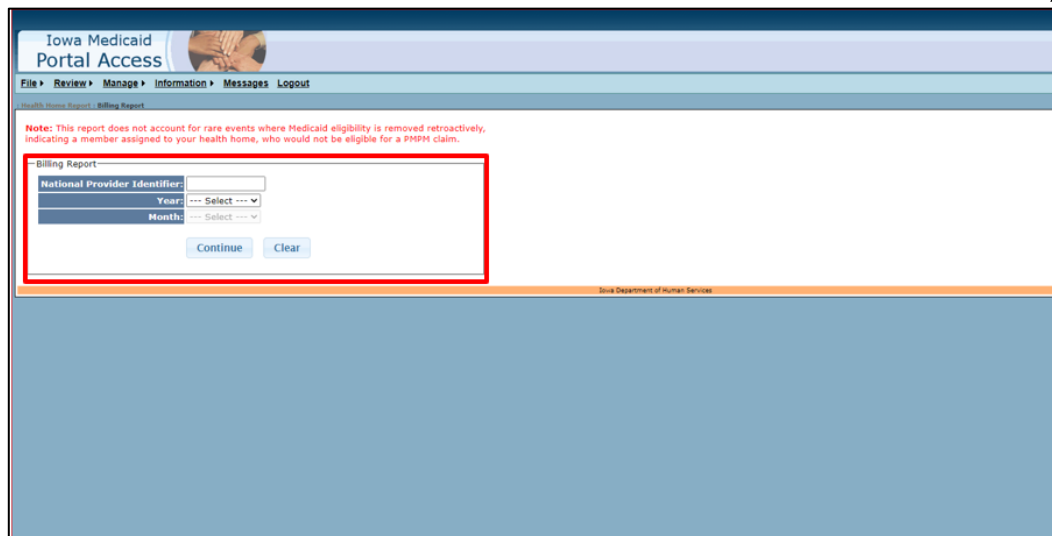
(continued)

- Billing Report
- Assessment Coming Due
- Member Roster Report
  - The Assigned report
  - The Unassigned report
  - Not Processed report
- Participating Waiver Members Report

# Available Reports (continued)

## Billing Report

- The Billing Report provides information on all your members enrolled in the program.
- Enter in the National Provider Number, the year and the month.

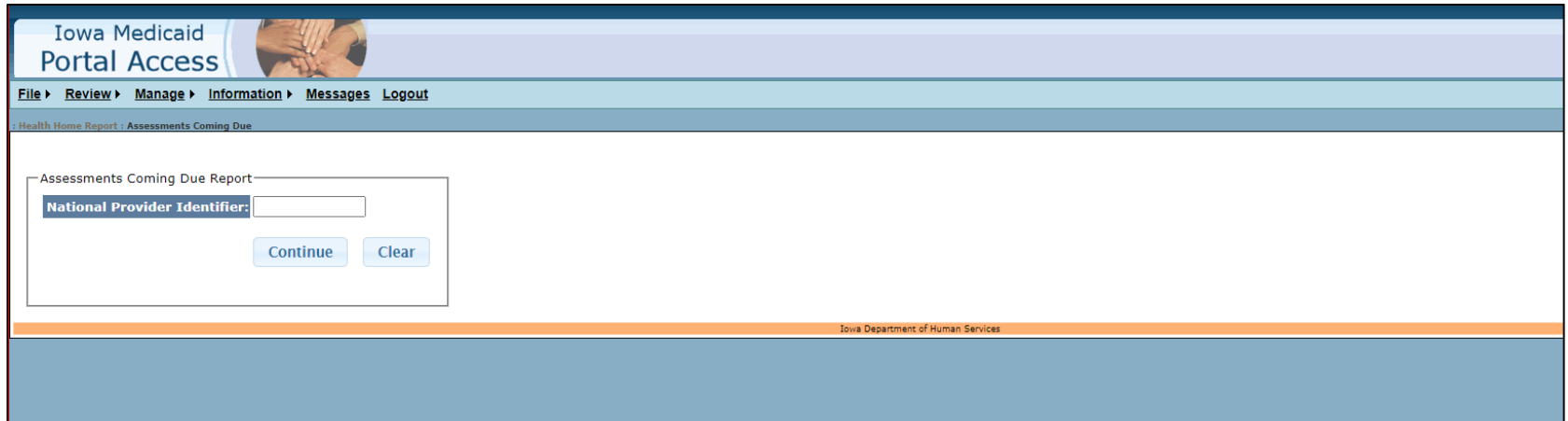


The screenshot shows the Iowa Medicaid Portal Access interface. At the top, there is a navigation bar with links: File, Review, Manage, Information, Messages, and Logout. Below this, a red note states: "Note: This report does not account for rare events where Medicaid eligibility is removed retroactively, indicating a member assigned to your health home, who would not be eligible for a PMPM claim." The main form area is titled "Billing Report" and contains a "National Provider Identifier" field, a "Year" dropdown menu (set to "Select"), and a "Month" dropdown menu (set to "Select"). Below these fields are "Continue" and "Clear" buttons. The footer of the page reads "Iowa Department of Human Services".

# Available Reports (continued)

## Assessments Coming Due

- The assessment coming due report will provide the state IDs that are currently enrolled in Medicaid and have an assessment coming due within the next 3 months.
- Enter your organization's NPI number and click continue.



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text 'Iowa Medicaid Portal Access' and a small image of hands. Below the header is a navigation bar with links: 'File', 'Review', 'Manage', 'Information', 'Messages', and 'Logout'. A breadcrumb trail indicates the current location: 'Health Home Report > Assessments Coming Due'. The main content area features a form titled 'Assessments Coming Due Report'. This form contains a label 'National Provider Identifier:' followed by a text input field. Below the input field are two buttons: 'Continue' and 'Clear'. At the bottom of the page, there is a footer with the text 'Iowa Department of Human Services'.



# Available Reports (continued)

## Member Roster Report

- **IMPORTANT:** This report is not the source of truth for your member enrollment (see Billing Report for member enrollment)
- This report has 3 different options for selection.
- Using the radio button at the top choose Integrated Health Home
- Choose address – click tab or enter
- Enter the start and ending dates for the report.
- Using the radio buttons choose “Assigned”, “Unassigned”, or “Not Processed”

Iowa Medicaid Portal Access

File • Review • Manage • Information • Messages • Logout

Member Roster Report

Health Home ☒ Integrated Health Home ☐

National Provider Identifier:

Address:

Start Date: 09/18/2020 End Date: 10/18/2021

Status: ☒ Assigned ☐ Unassigned ☐ Not processed

Continue Clear

Iowa Department of Human Services

Click the radio button under Status

# Available Reports

(continued)

## **Assigned Member Roster Report**

- Provides a listing of members currently assigned to a health home or an integrated health home.
- The information provided on this report are:
  - State ID
  - Name
  - Assessment Date
  - Tier
  - Assigned
  - Last Action Date

# Available Reports

## (continued)

### Assigned Member Roster Report

1 of 15 Select a format Export

**IOWA DEPARTMENT OF HUMAN SERVICES**  
**Member Roster Report**

NPI: [REDACTED] Date of Report: 06/04/2014

Address: [REDACTED]

Start Date: 05/04/2013 End Date: 06/04/2014

\*The Assigned report provides a listing of members assigned to a health home or an integrated health home.

Total Number of State IDs: 646

StateID	Name	Assessment Date	Tier	Assigned	Last Action Date
[REDACTED]	[REDACTED]	09/10/2013	1	Y	02/22/2014
		01/14/2014	1	Y	01/25/2014
		09/10/2013	1	Y	01/25/2014
		01/23/2014	1	Y	04/24/2014
		02/28/2014	4	Y	03/25/2014
		01/27/2014	2	Y	02/22/2014
		01/02/2014	2	Y	01/25/2014

# Available Reports

(continued)

## **Unassigned Member Roster Report**

Provides a listing of members that are no longer assigned or have never been assigned to a health home or an integrated health home.

- The information provided on this report are:
  - State ID
  - Name
  - Assessment Date
  - Tier
  - Assigned
  - Last Action Date
  - Reason

# Available Reports

(continued)

## Unassigned Member Roster Report

1 of 2

Select a format

Export

IOWA DEPARTMENT OF HUMAN SERVICES

Member Roster Report

NPI:

Address:

Start Date: 05/04/2013

End Date: 06/04/2014

Date of Report: 06/04/2014

\*The Unassigned report provides a listing of members that are no longer assigned or have never been assigned to a health home or an integrated health home.

Total Number of State IDs: 74

StateID	Name	Assessment Date	Tier	Assigned	Last Action Date	Reason
		10/07/2013	1	N	03/25/2014	Provider Requested
		01/15/2014	1	N	05/23/2014	County Change
		12/02/2013	4	N	02/22/2014	Not Eligible for Health Home
		11/12/2013	1	N	02/22/2014	Member Requested
		10/03/2013	1	N	02/22/2014	Member Requested
		10/03/2013	1	N	02/22/2014	Not Eligible for Health Home

# Available Reports

(continued)

## **Not Processed Member Roster Report**

Provides a listing of members that have requested enrollment into a health home or an integrated health home and will be processed at month end processing. Approximately 6 business days before the end of each month.

- The information provided on this report are:
  - State ID
  - Name
  - Assessment Date
  - Tier
  - Assigned
  - Last Action Date

# Available Reports

## (continued)

### Not Processed Member Roster Report

1 of 11					
Select a format					
Export					
IOWA DEPARTMENT OF HUMAN SERVICES					
Member Roster Report					
NPI [REDACTED] Date of Report: 06/04/2014					
Address [REDACTED]					
Start Date: 05/04/2013 End Date: 06/04/2014					
*The Not Processed report provides a listing of members that have requested enrollment into a health home or an integrated health home and will be processed at month end processing.					
Total Number of State IDs: 449					
StateID	Name	Assessment Date	Tier	Assigned	Last Action Date
[REDACTED]	[REDACTED]	12/05/2013	1		03/25/2014
		01/01/1900	4		02/21/2014
		01/01/1900	4		02/05/2014
		09/24/2013	1		03/25/2014
		01/01/1900	4		01/27/2014
		01/01/1900	4		03/20/2014
		01/01/1900	4		03/05/2014

# Available Reports (continued)

## Participating Waiver Members Report

This report provides users with a listing of eligible and enrolled members that are also participating in an active waiver program along with their case manager contact information. The information provided in this report is for the current month only.

Use the radio button to select “Integrated Health Home”

- Enter: NPI
- Enter: Address
- Click: Continue

The screenshot shows a web browser window displaying the Iowa Medicaid Portal Access application. The page title is "Iowa Medicaid Portal Access" and the user is logged in as "Good Morning Pamela Lester". The main content area is titled "Participating Waiver Members Report". It features two radio buttons: "Health Home" (selected) and "Integrated Health Home". Below the radio buttons are two input fields: "National Provider Identifier" and "Address". The "Address" field has a dropdown menu with "Select" and "---". At the bottom of the form are "Continue" and "Clear" buttons. The browser's address bar shows the URL: "https://secureapp.dhs.state.iowa.us/imp/.../HealthHome/HealthHomeReport/WaiverReport/WaiverReport.aspx".



# Available Reports (continued)

## Participating Waiver Members Report

Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Health Home Report Participating Waiver Members

Participating Waiver Members Report

☒ Health Home ☐ Integrated Health Home

National Provider Identifier: [Redacted]  
Address: [Redacted]

Continue Clear

1 of 1 100% Find Next Select a format Export

**IOWA DEPARTMENT OF HUMAN SERVICES**  
**Participating Waiver Members**

NPI: [Redacted] Date of Report: 12/30/2014  
Address: [Redacted]  
Start Date: [Redacted] End Date: 12/31/2014

\*This report provides users with a listing of eligible and enrolled members that are also participating in an active waiver program along with their case manager contact information. The information provided in this report is for the current month only.

HS = Habilitation Services, ID = Intellectual Disability, PD = Physical Disability, HD = Health & Disability,  
BHS = Iowa Plan Habilitation Services

State ID	Name	Waiver	Case Manager	Email	Phone	Address
0	[Redacted]	Elderly	[Redacted]	[Redacted]	[Redacted]	[Redacted]
1	[Redacted]	HD	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	N HD	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	Elderly	[Redacted]	[Redacted]	[Redacted]	[Redacted]

# Iowa Medicaid Health Home

## Program:

[Healthhomes@dhs.state.ia.us](mailto:Healthhomes@dhs.state.ia.us)